



# STEP

Structured Training and Experience for Pharmacists



South East London

## Programme Handbook



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## 1. Introduction

This programme handbook sets out all details involved in the co-operation between all partners and prospective and current pharmacists involved in the Structured Training and Experience for Pharmacists (STEP) Foundation Programme across South East London. It details the responsibilities of all parties and logistical arrangements associated with multi-partner hosting of rotational foundation pharmacists.

This handbook also provides information for interested, prospective and current pharmacists on the STEP programme. The details include information about the hospitals affiliated, foundation training and employment details.

### What is STEP?

The STEP Foundation Programme began in 2001. It is a unique collaboration of three acute NHS Trusts in South East London aligned with King's Health Partners (KHP). It is at the forefront of foundation pharmacist career development and postgraduate education.

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## **Overview of STEP**

The STEP Foundation Programme provides competency based training, education and experience over three years. The programme equips pharmacists with the skills and knowledge to provide the highest quality of professional care and to help progress their careers.

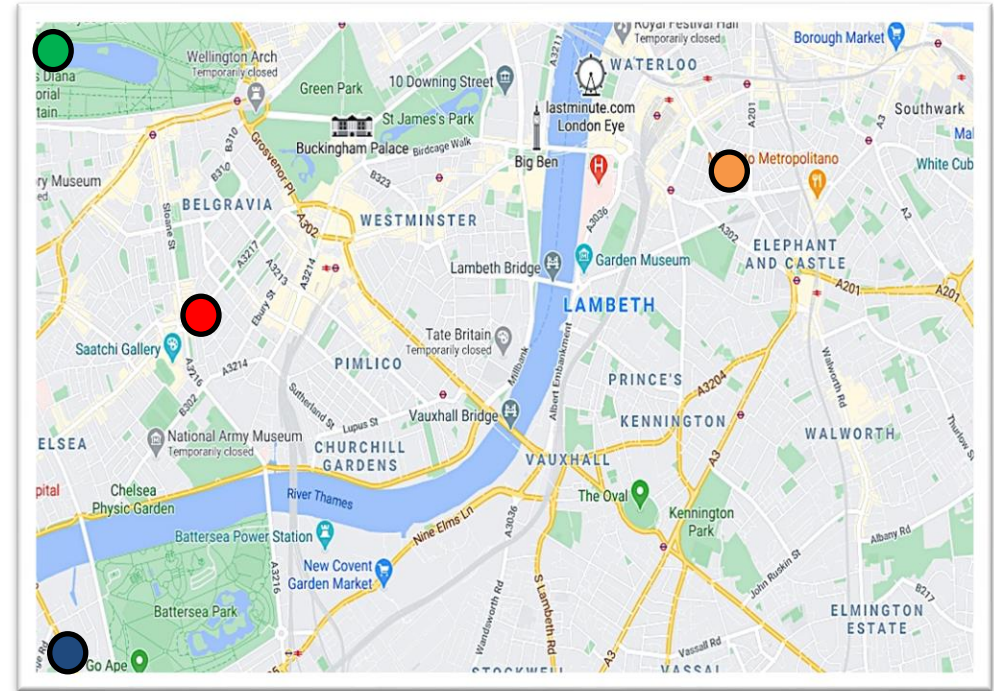
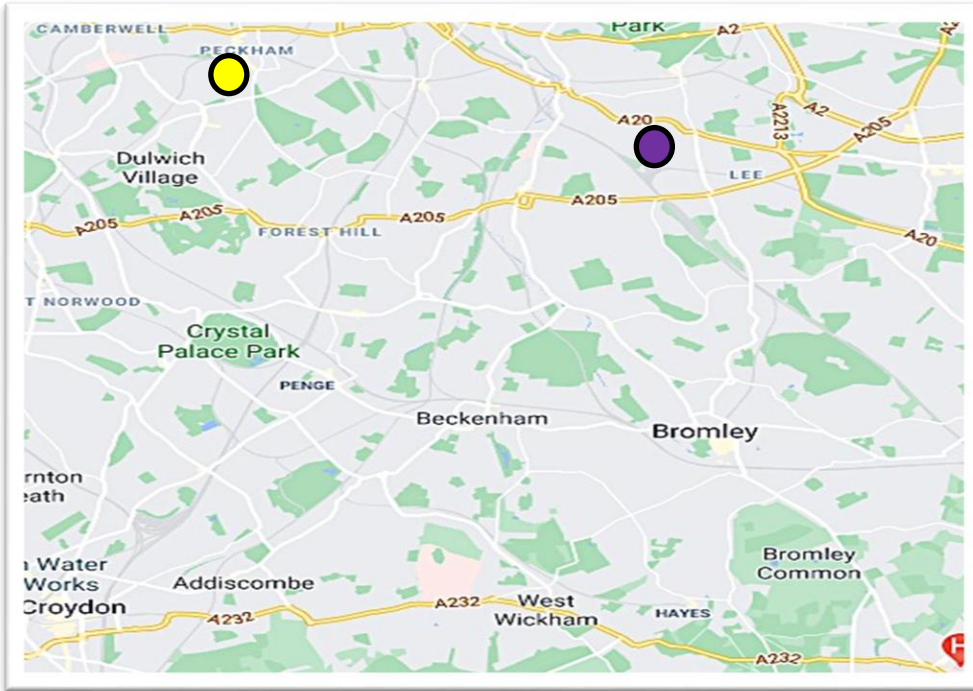
Pharmacists are employed by one of the five base sites. Each pharmacist will initially gain confidence and develop their competence through a 12 month structured foundation programme at their base hospital.








Following that, there are a series of six month placements, including a core clinical placement and a range of specialities areas with the opportunity to work at different hospitals.

The **Joint Programmes Board (JPB) Diploma in General Pharmacy Practice (DipGPP)** is fully integrated into the STEP programme and all STEP Pharmacists enrol on the diploma programme during their induction period.



## 2. Map of Trusts affiliated to STEP



	Princess Royal University Hospital (King's College Hospital NHS Foundation Trust)		Guy's Hospital (Guy's and St Thomas' NHS Foundation Trust)
	King's College Hospital (King's College Hospital NHS Foundation Trust)		St Thomas Hospital (Guy's and St Thomas' NHS Foundation Trust)
	Lewisham Hospital (Lewisham and Greenwich NHS Trust)		Royal Brompton Hospital (Royal Brompton and Harefield Clinical Group)
	Queen Elizabeth Hospital (Lewisham and Greenwich NHS Trust)		

### 3. Description of Trusts affiliated to STEP

#### King's College Hospital NHS Foundation Trust

<https://www.kch.nhs.uk/>

King's College Hospital NHS Foundation Trust is one of the biggest and busiest Trusts in the country, primarily serving the London boroughs of Southwark, Lambeth, and Bromley, with a population of 1 million people and acting as a tertiary referral centre for millions more. The Trust provides services from King's College Hospital, Denmark Hill; Princess Royal University Hospital; Orpington Hospital; Queen Mary's Hospital, Sidcup; and Beckenham Beacon.

King's provide local services to the people of South East London. People from throughout the UK and beyond also come to the Trust for its world-renowned specialist services such as liver, neurosciences, haematology and fetal medicine. King's is a world-class teaching and research centre and home to a set of highly specialised diagnostic and emergency care services including one of London's leading trauma centres, a high-volume heart attack centre, and two hyper-acute stroke units.

King's is a pioneer in medical research, with an outstanding record of innovation. The Trust is a founding member of King's Health Partners (KHP) – one of eight accredited Academic Health Science Centres in the UK, committed to delivering better health for all through high impact innovation. King's is also a member of the Shelford Group - a group of the top 10 teaching and research-active NHS Trusts. The Trust is home to a number of leading clinical units and research centres, such as the Clinical Age Research Unit, the HIV Research Centre, the Cicely Saunders Institute, the Tessa Jowell Health Centre and the Harris Birthright Centre.

The Trust's 13,500 staff are working hard to build a clinically-led organisation that delivers some of the best clinical outcomes in the country.

#### Organisational values

**Kind:** We show compassion and understanding and bring a positive attitude to our work

**Respectful:** We promote equality, are inclusive and honest, speaking up when needed

**Team:** We support each other, communicate openly, and are reassuringly professional



**King's College Hospital, Denmark Hill** is a large and busy teaching hospital in Camberwell with over 1,000 inpatient hospital beds. The neuroscience centre is the largest in the South East and the Liver Unit is the largest in Europe (second largest in the world). In addition, the hospital is also a major trauma centre with a helipad that has transformed trauma care across South East London and Kent since its launch in 2016. The helipad serves a trauma population of 4.5 million people across the region, enabling patients to receive expert and timely treatment.

### **Working in Camberwell**

Camberwell is a flourishing residential area. It's a short bus ride away from the leafy attractions of Dulwich Village and less than five minutes on the train to Peckham Rye where many cocktail bars, restaurants and rooftop bars are found. The area is well connected to central London. Within 20 minutes you can reach London Victoria, London Blackfriars or the bustling Shoreditch High Street.

**Princess Royal University Hospital (PRUH)** in Bromley is a modern district general hospital with over 500 inpatient beds. It opened in 2003, serving the local community and providing a wide range of general and specialist services including emergency medicine, surgery, intensive care, cardiology, paediatrics, stroke and haemato-oncology.

### **Working in Bromley**

Bromley is a vibrant London suburb with excellent shopping and entertainment facilities. There are plenty of fast transport links to both Central London and the Kent and Sussex coasts. The PRUH is a short bus ride away from the mainline railway stations of Bromley South (served by fast trains from London Victoria) and Orpington (served by trains from London Charing Cross or London Bridge).

### **Pharmacy Service (both sites)**

King's pharmacy team of over 230 pharmacy staff across both sites provide an extensive hospital pharmacy service. These include fully integrated specialist clinical pharmacy teams, automation and robotics for dispensing, and modern aseptic compounding units. On the Denmark Hill site, electronic prescribing and electronic patient records are utilised in about 90% of hospital inpatients, and pharmacists writing 'drug lists' for discharges in over 75% of cases. This model of pharmacy service has also been rolled out at the PRUH site. The pharmacy departments on both sites have a warm and welcoming atmosphere.

The King's Pharmacy Service is highly respected across the Trust and staff work closely with multi-disciplinary teams. King's is patient-centred, research-oriented and supportive to staff training and development.

## Hours of work

To meet the growing demands of the patient needs, King's College Hospital pharmacy service has needed to adapt. Therefore, all staff are contracted to work 37.5 hours over seven days a week according to rotas at the base hospitals. If a weekend is worked, time off is scheduled the following week depending on the day worked. For further information, please refer to the FAQs for King's.

## Accommodation

Hospital accommodation with good facilities close to both sites is available to all new staff.

Further information about working at King's College Hospital NHS Foundation Trust can be found on the King's College Hospital website <https://careers.kch.nhs.uk/>

## Lewisham and Greenwich NHS Foundation Trust

<https://www.lewishamandgreenwich.nhs.uk/>

Lewisham and Greenwich NHS Trust was formed on 1st October 2013. The Trust incorporates services on two sites at University Hospital Lewisham and Queen Elizabeth Hospital in Woolwich. The Trust also runs a range of NHS community services in Lewisham. The pharmacy departments are both hard working, friendly and sociable. They are highly regarded by clinicians and the Trust Management team. Both pharmacy departments are associate partners of King's Health Partners Pharmaceutical Sciences Clinical Academic Group.

**University Hospital Lewisham** is a busy teaching hospital in the centre of the London Borough of Lewisham. The hospital provides a comprehensive range of health care specialities including general medicine, surgery, haematology & oncology, paediatrics, neonatal care, cystic fibrosis and critical care. In Lewisham, the community health professionals work closely with the hospital and GPs to provide support to adults and children across a range of health centres, community clinics and within patients' own homes.

The hospital is situated 15 minutes by train from the West End and London Bridge and is accessible by the Docklands Light Railway.

### **Organisational values**

- We treat everyone with respect and compassion
- We work as a team to improve quality
- We take responsibility for our actions
- We work together for patients and colleagues
- We learn, develop and share knowledge

### **Pharmacy Service**

The pharmacy department provides support to clinical teams through optimising the use of medicines, safely dispensing medicines to patients, conducting research and providing education and training. An automated dispensing system was installed in March 2014.

The pharmacy department is friendly, sociable and there are many opportunities for departmental and 'multidisciplinary' nights out with a range of activities nearby, including restaurants, bars, shopping, cinemas, theatres, and sports centres.

### **Accommodation**

Although there are no hospital accommodation facilities, there is plenty of private accommodation for rental in the surrounding residential areas.

**Queen Elizabeth Hospital, Woolwich** has 550 beds and was opened in 2001; it serves patients from the London Boroughs of Greenwich and Bexley. The hospital provides emergency services and care across a range of specialities including cardiology, endocrinology, respiratory and gastroenterology. Other services provided include surgery, paediatrics and neonatal care, obstetrics and gynaecology, oncology, GU medicine and critical care services.

The hospital is situated close to Greenwich with its historical sites and busy nightlife and is well served by public transport, with nearby rail, tube links and DLR into central London and a frequent local bus service.

## Accommodation

There is a small amount of accommodation provided by a private provider available on the Queen Elizabeth site. However, it is limited and availability cannot be guaranteed.

## Working hours

37.5 hours per week (or part time as agreed) to be worked over 7 days per week according to rotas at the base hospital. If you work a weekend, time off is scheduled the following week depending on the day worked.

## Out of hours (on-call) commitments

There is currently a split-week on call service from 5.15pm Monday until 9.00am Friday or 5.15pm Friday until 9.00am Monday. The on-call service is provided from home and the pharmacist carries a mobile phone and information resources.

Further information about working at University Hospital Lewisham and Queen Elizabeth Hospital can be found on the Lewisham and Greenwich NHS Trust website <http://jobs.lewishamandgreenwich.nhs.uk/>

## Guy's and St Thomas' NHS Foundation Trust

<https://www.guysandstthomas.nhs.uk/Home.aspx>

Guy's and St Thomas' is one of the busiest and most successful NHS Foundation Trusts in the country. Our Trust includes St Thomas' Hospital, Royal Brompton Hospital, Evelina London Children's Hospital, Guy's Hospital, Harefield Hospital and community services in Lambeth and Southwark.

We have around 22,000 staff, an annual turnover of £2.1 billion and 2.9 million patient contacts per year.

The hospitals have a long history, dating back almost 900 years, and have been at the forefront of medical progress and innovation since they were founded. The Trust has been built on these traditions and continue to have a reputation for excellence and innovation.

The Trust provides a full range of hospital services for its local communities in Lambeth, Southwark and Lewisham, as well as specialist services for patients from further afield, including cancer, cardiothoracic, women's and children's services, kidney care and orthopaedics. The hospitals have one

of the largest critical care units in the UK and one of the busiest A&E departments in London.

GSTT are part of King's Health Partners Academic Health Sciences Centre (AHSC), a pioneering collaboration between one of the world's leading research-led universities and three of London's most successful NHS Foundation Trusts. South London AHSC is one of only five in the UK. It consists of King's College London, and Guy's and St Thomas', King's College Hospital and South London and Maudsley NHS Foundation Trusts. King's Health Partners includes seven hospitals and over 150 community-based services, is responsible for seeing 2 million patients each year, has 25,000 employees and 19,500 students, and a £2 billion annual turnover. It brings together the best of basic and translational research, clinical excellence and world-class patient care.

### **Organisational values**

- Put patients first
- Take pride in what we do
- Respect others
- Strive to be the best
- Act with integrity

### **Pharmacy Department**

GSTT's goal is to ensure each patient's medicines are optimised to meet their individual needs.

With over 450 staff, the department provides extensive pharmaceutical services including procurement, distribution and dispensing, manufacture of individually required medicines and batches of 'specials' in our licensed manufacturing unit, medicines information and governance, and extensive and comprehensive clinical pharmacy services.

In order to meet the needs of patients, distribution and clinical services provide a compressive seven-day service that is underpinned by the resident pharmacy service.



## **STEP at GSTT**

STEP Pharmacists at Guy's and St Thomas' Hospital are resident pharmacists, which requires them to work their 37.5 hour week in a shift system including through the night and at weekends as per the current rota. This means that apart from the rotation (in dispensary, technical services, medicines information, paediatrics, medicine and surgery) the first-year pharmacists provide a 24-hour on-site on-call service run from St Thomas' Hospital (STH).

Residents are supported by areas which provide extended hours working and teams of specialist pharmacists who are on call from home (including paediatrics, oncology and critical care pharmacists).

STEP two and three pharmacist work extended shifts during the week as well as providing weekend clinical services to medical and surgical patients (usually one in five weekends).

Compensatory pay and rest time is provided in line with Agenda for Change terms and conditions.

There is a comprehensive six-week induction period from August to the end of September to prepare for shift working.

In addition to the STEP foundation training programme with UCL, there is the opportunity to participate in the regular Trust, departmental or team teaching sessions, as well as hands on learning from the wide range of senior highly specialist pharmacists.

If you would like more details or have further questions about the residency system at Guy's and St Thomas' Hospital, please ask our current Resident Pharmacists at our Open Day or contact Duncan McRobbie.

## **Working in London**

Both hospital sites are in central London with excellent transport links and everything the Capital City has to offer!

## **Accommodation**

Hospital accommodation can be arranged if required.

## Royal Brompton and Harefield Clinical Group

<https://www.rbht.nhs.uk/>

The Royal Brompton and Harefield Clinical Group joined the STEP programme in 2021. The Royal Brompton and Harefield Clinical Group is the largest specialist heart and lung centre in the UK and among the largest in Europe employing over 3,400 staff.

Clinical teams at the Royal Brompton and Harefield Clinical Group care for patients with a wide range of complex cardiac conditions, including congenital (present at birth), inherited and acquired. A global survey among tens of thousands of medical professionals (doctors, health care professionals and hospital managers) has identified Royal Brompton Hospital in the top ten hospitals worldwide for cardiology. Our hospitals are world leaders in the diagnosis, management and treatment of lung disease. Our children's services provide care from before a child is born, throughout childhood and into adolescence, before managing a smooth transition to our adult teams. We are home to the largest cystic fibrosis centre in the UK, treating both adults and children.

In 2018/19, the Trust cared for more than 210,000 patients in outpatient clinics and nearly 40,000 patients of all ages on the wards. The Trust also maintained one of the fastest arrival to treatment times for UK heart attack patients – 23 minutes compared with a national average of 56 minutes. More than 1,000 patient referrals were made to the pulmonary rehabilitation programme at Harefield Hospital.

In 2021, RBHT joined forces with Guy's and St Thomas' NHS Foundation Trust to achieve our collective vision of transforming the care for people with heart and lung disease. This is the first step towards creating a brand new hub for highly specialised clinical academic cardio-respiratory services that will be one of the largest and strongest academic healthcare organisations in Europe and a global leader in the research into and treatment of heart and lung disease.

### Organisational values

- **We care** - We believe our patients deserve the best possible specialist treatment for their heart and lung condition in a clean, safe place.
- **We respect** - We believe that patients should be treated with respect, dignity and courtesy and that they should be well informed and involved in decisions about their care. We always have time to listen.

- **We are inclusive** - We believe in making sure our specialist services can be used by everyone who needs them, and we will act on any comments and suggestions which can help us improve the care we offer.

And the following values support us in achieving them:

- **We believe in our staff** - We believe our staff should feel valued and proud of their work and know that we will attract and keep the best people by understanding and supporting them.
- **We are responsible** - We believe in being open about where our money goes, and in making our hospitals environmentally sustainable.
- **We discover** - We believe it is our duty to find and develop new treatments for heart and lung disease, both for today's patients and for future generations.
- **We share our knowledge** - We believe in sharing what we know through teaching, so that what we learn can help patients everywhere.

## Pharmacy Department

The Pharmacy department has a clear vision to provide patient-centred care with the strategic plan structured around the following core objectives:

- Safe
- Effective
- Caring
- Responsive
- Well-led
- Responsible

With over 100 staff across two sites, the department provides many services including:

- comprehensive clinical in and out patient pharmacy service covering cardiology, cardiothoracic surgery, critical care & ECMO, paediatrics, respiratory medicine and transplant
- clinical governance and medication safety
- medicines advisory service
- patient services
- purchasing & distribution

- homecare
- digital and clinical innovation
- clinical commissioning
- clinical trials

## **STEP at RBHT**

STEP Pharmacists will work 37.5 hours/week based at the Royal Brompton site in South Kensington and will have the opportunity to participate in the following areas of practice:

- Ambulatory Care and Patient Services
- Cardiothoracics – Surgery & Cardiology
- QI and innovation projects

STEP pharmacists will also be expected to participate in the on-call service for both sites and seven-day rostered working.

## **Working in London**

The RBH site has good transport links and easy access to central London.

## **Accommodation**

Hospital accommodation can be arranged if required.

## **King's Health Partners (KHP)**

RBHT Pharmacy department has been working on projects with KHP and is part of the Pharmaceutical Sciences Clinical Academic Group – Education & Training. An example of a current project is the development of simulation training for pre-registration pharmacists and pre-registration pharmacy technicians.

## General Trust information

General information on each of the base hospitals can be found at the respective websites for each of the Trusts:

[www.gstt.nhs.uk](http://www.gstt.nhs.uk) (Guy's and St Thomas' NHS Foundation Trust)

[www.kch.nhs.uk](http://www.kch.nhs.uk) (King's College NHS Foundation Trust)

[www.lewishamandgreenwich.nhs.uk](http://www.lewishamandgreenwich.nhs.uk) (Lewisham and Greenwich NHS Trust)

[www.rbht.nhs.uk](http://www.rbht.nhs.uk) (Royal Brompton and Harefield Clinical Group)

Guy's and St Thomas' and King's are part of King's Health Partners (KHP), Lewisham and Greenwich Pharmacy department and RBHT Pharmacy department are associate members. KHP is an Academic Health Science Centre where world-class research, education and clinical practice are brought together for the benefit of patients. More information can be found at [www.kingshealthpartners.org](http://www.kingshealthpartners.org)



## 4. Employment by base site

### Employment information

STEP pharmacists remain employees of the employing organisation working under the employment policies and terms and conditions of the employing organisation with the exception of operational policies and procedures around e.g. health and safety, information governance and clinical practice, as required by the placement provider in relation to the role when working on a rotational placement.

Foundation pharmacists will receive salary and annual leave allowance as per Agenda for Change terms of conditions for a Band 6 pharmacist.

Foundation pharmacists will be employed on a permanent contract by their employing organisation. Foundation pharmacists will work in line with the job description agreed in their employment contract.

A named STEP placement supervisor will be assigned in each organisation for each foundation pharmacist trainee who is on a STEP rotational placement. The STEP placement supervisor will assume line management responsibilities for any non-employed foundation pharmacists that are on placement.

Placement providers will provide professional indemnity cover for non-employed foundation pharmacists during a period of placement.

If a resignation of a foundation pharmacist is received by their employing organisation, they should follow local arrangements for termination in accordance with the foundation pharmacist's employment contract, and inform the STEP Programme Director ([chriscairns@nhs.net](mailto:chriscairns@nhs.net)).

Where an employing organisation decides to dismiss a foundation pharmacist, the employing organisation should follow local arrangements for dismissal, in accordance with the foundation pharmacist's employment contract, and inform the STEP Programme Director if the foundation pharmacist is on a STEP placement.

Where the resignation or dismissal of a foundation pharmacist takes effect before the planned end of the placement then the host organisation of the placement will organise cover for the remainder of the placement.

All project partners agree not to pull back foundation pharmacists from placements, even when there is a gap at another organisation e.g. as a result of a resignation or dismissal.

### **Deferring the start date**

Each organisation will agree a start date with their prospective employees. This may be agreed prior to knowing the outcome of the GPhC registration assessment. If you do not pass the assessment so that you can practice as a registered pharmacist then you will not be able to start work as a foundation pharmacist. Please contact the respective STEP lead in your employing organisation to discuss the options. It is not a routine arrangement for jobs to be held open and individual cases will be assessed on their own merits.

## **Rotational placement arrangements**

### **Applying**

Application for annual leave should be carried out using the system in place in your placement site. You also need to inform your base site using the procedures in place there once annual leave has been agreed so your record can be updated.

### **Annual leave entitlement**

Annual leave should be taken on a pro-rata basis during the 6-month placements. Leave carried over from the previous rotation should ideally be zero, and not exceed more than 2 extra days.

Where an extended period of leave is required prior to placement allocations being known, this should be agreed with the base site STEP lead and communicated to the STEP Programme Director (Chris Cairns) to note the dates. In this situation, the authorised dates will be circulated to all placement leads prior to the prospectus being circulated and placement leads will advise if this would cause a problem to their service provision should the STEP be placed with them. The STEP Pharmacists will be advised which placements they should not apply to.

Any problems with annual leave occurring during your placement should be forwarded to Chris Cairns or your base site STEP lead as soon as possible so a suitable resolution can be made quickly.

## Christmas leave

Each base site will have its own procedure – please follow the placement site's procedure NOT your base site (apart for on-call, weekends and late duty).

## Sickness and absence

If unwell and unable to attend work you need to contact the placement lead **and** your base site STEP lead at 9.00am on the first day of absence and each subsequent day unless a doctor's certificate has been issued. On return to work you should complete the placement site's return to work form **but ensure a copy is also sent to your base site STEP lead for their records**. If an occupational health referral is required you should follow your base site procedure.

## Travel expenses

Foundation pharmacists are expected to be able to travel within the South East London area and travel expenses will be paid whilst trainees are on placement outside of their host employer. Travel arrangements when on rotation will be in accordance with the terms and conditions of their employing organisation and will be covered by their employing organisation. The amount which can be claimed is the difference in cost when compared with the individual's usual travel costs to their employing organisation.

## Maternity, paternity and adoption leave

When a foundation pharmacist notifies an employer of maternity leave, the site where the foundation pharmacist is currently working must carry out a formal risk assessment within 10 working days of notification. If the foundation pharmacist is on placement, the host employer must be notified of the risk assessment outcomes within 5 working days.

If a request for maternity, paternity or adoption leave is received by an employing organisation, they should follow local arrangements and inform their employer's Educational Programme Director and placement site Educational Programme Director. No funding is available to cover a gap created from a maternity, paternity or adoption leave request for someone who is on placement at another organisation.

## 5. Structure of foundation training

### Overview of the foundation programme

The aim of the Postgraduate Diploma in General Pharmacy Practice (PG Dip GPP) is to provide foundation training that equips registered pharmacists currently employed in NHS Hospital Trusts and private hospitals with the core knowledge, skills and capabilities required to provide safe and effective pharmaceutical care to their patients.

The programme is patient-focused and trainee-centred, and uses a blended learning approach that requires trainees to further develop their knowledge and skills in the workplace setting, under the guidance of a local educational supervisor.

This approach is underpinned by a culture and infrastructure that supports appropriate self-directed learning and provides assessment and feedback as a routine component of practice to support trainees to deliver optimal patient care.

Through developing novice pharmacists to identify their own learning needs and address them, the programme aims to develop a workforce with the ability to reflect on learning and engage with continuing professional development throughout their careers and support others to do so. Assessments not only measure the knowledge base of trainees but also their competence to undertake a range of core tasks as well as an ability to demonstrate critical thought and innovation.

This novel programme is a progressive approach to pharmacist development, and linked to the Royal Pharmaceutical Society Foundation Pharmacy Framework, which supports individuals to achieve the core capabilities that underpin pharmacy practice and progression to advanced practice (supporting career progression).

The curriculum supports a broad approach to practice so that pharmacists are expected to manage issues that relate to the safe and effective provision of medicines regardless of context. This includes, within the first stage, providing information to patients and health care professionals, ensuring that the technical and legal aspects of medicines supply are met and providing clinical advice that is evidence led. In the second stage of foundation training pharmacists are required to demonstrate the acquisition of more complex problem-solving skills and experience relevant to their future careers.

## How is training delivered?

The programme is provided by UCL School of Pharmacy. The Royal Pharmaceutical Society's Foundation Curriculum is followed and applied through robust learning outcomes and workplace-based assessments that map to the Foundation Pharmacy Framework (FPF). Novice pharmacists practice and learn in the workplace, are supervised and assessed in the workplace and attend learning sets and summative assessments at UCL.

As the majority of the pharmacist-based learning is undertaken in the workplace, the programme builds on existing systems of mentoring and facilitation. A senior pharmacist (known as the Educational Programme Director) will be nominated by the Training Centre (Hospital) to take overall responsibility for coordinating the development of practitioners registered on the programme. Trainees will then be allocated a specific pharmacist (known as the educational supervisor), who will monitor their progress throughout the 3 years of the programme, signing off aspects of performance as the pharmacist moves through the different stages of foundation training.

As trainees rotate through local pharmacy services they are likely to be supervised for shorter periods by other senior pharmacists (known as practice supervisors), who will liaise with their educational supervisor to ensure continuity in the support offered, assessments undertaken and feedback provided.

UCL School of Pharmacy is responsible for the planning, provision and evaluation of the open access study events and formal (summative) assessments as well as providing academic support to trainees and supervisors. In addition, UCL is responsible for the quality assurance of all aspects of the programme (delivery and assessment) including the accreditation of Training Centres.

## Length of training

The Foundation programme is studied on a part-time basis, usually over three years, although the maximum registration period is five years. A range of experiences are gained in typical Band 6 roles which link to the foundation curriculum, the Foundation Pharmacist Framework and is assessed both formatively and summatively.



## Foundation training structure

The Postgraduate Diploma is organised as two distinct stages, embracing four discrete modules:

- Foundation Stage 1 (FS1). This is delivered within a single module (60 credits) entitled 'Foundations of General Practice', normally studied over an 18 month period. Completion of Module 1 can allow for an exit award of Postgraduate Certificate in General Pharmacy Practice.
- Foundation Stage 2 (FS2). This is delivered within 4 discrete modules (15 credits each), each module involving 6-months of study and requiring a series of integrated, complex tasks to be completed in the workplace.

The initial 12 month period of Foundation Stage 2 (covering 2 modules) offers the practitioner an opportunity to develop their critical appraisal and analytical skills to improve key aspects of the pharmaceutical service delivered locally. Targeting key patient and/or service issues, they will focus on the appropriateness and quality of medicines use, critically appraise the situation and make recommendations on how future care should be improved. The final 6 months requires the trainee to critically review a service to identify how it could be improved and to draw on innovative techniques to achieve this. A Clinical and Professional Portfolio is completed alongside these over whole 18-month period.

FS2 begins to prepare trainees for the requirements of advanced practice and introduces aspects of leadership as outlined in the Advanced Pharmacy Framework. The experiences offered by Training Centres under the FS2 banner ensure that local service priorities are addressed and enhanced, often introducing trainees to specialist areas of care.

## Entry requirements

The entry requirements for the PG Dip GPP are one of the following:

- Be a registered pharmacist with the General Pharmaceutical Council (GPhC)
- Be a registered pharmacist within a European Union member state
- Be a registered pharmacist within a non-European Union member state, but eligible for registration with the GPhC.

In addition, practitioners must have a practice base (accredited Training Centre) from which to operate, and have access to an educational supervisor and a range of Practice Supervisors.

## Funding

The employing Trust will financially support the STEP pharmacists diploma education programme. There are some differences in the conditions applied by individual Trusts.

## Assessment

The learning outcomes associated with this programme are informed by the needs of patients, the service commitment required of foundation pharmacists as well as the content of the Royal Pharmaceutical Society Foundation Pharmacy Framework.

The overall philosophy is driven by the competency agenda, and places a focus on patient safety. The assessment programme is designed to measure a pharmacist's performance in a variety of settings in the workplace. The programme draws on a range of assessment methods that address knowledge, competence and performance, using the following approaches:

- MCQ examinations
- Objective Structured Clinical Exams (OSCEs)
- Portfolio of Evidence
- Record of In-service Training Assessment (RITA)
- Workplace-based assessments and peer assessment
- A range of more complex service-driven tasks that require the evaluation of care provided to individual patients, groups of patients or service specific problems. Trainees are required to present their findings to a panel as well as providing a written report.

In order to demonstrate application of knowledge and skills when providing patient care, practitioners will be required to compile a portfolio of evidence throughout the programme. The portfolio will be reviewed at regular intervals so that satisfactory performance will allow individuals to progress to the next stage of the programme.

This formal process will allow educational supervisors to gain an overview of the practitioner performance against the defined standards

of care, as described by the Foundation Pharmacy Framework (FPF), which forms an integral part of the portfolio. In addition, the CPD requirements of the General Pharmaceutical Council will also form part of this portfolio, so avoiding duplication of effort.

## Further information

Website:

<https://www.ucl.ac.uk/pharmacy/study/professional-development/pharmacy-practice-pg-dip/learning-set-and-assessment-period-dates>

## 6. Curriculum (3 year timetable)

### UCL PGDipGPP/Foundation Training Programme Structure

Foundation Stage 1 (FS1)

Foundation Stage 2 (FS2)



## 7. Annual appraisal

Each Trust has an annual appraisal programme for all staff that includes STEP pharmacists. In addition to appraisal against Trust values and behavioural attributes for STEP pharmacists the PGDip has a number of progress reviews (including the RITAs with educational supervisors and FS2 progress reviews with practice supervisors) plus the end module sign-offs in FS1 and FS2. These happen between every 3 to 6 months. These training programme reviews are integrated and used in the Trusts' annual appraisals.

## 8. Special circumstances

All of the Trusts involved in the STEP programme are equal opportunities employers and as such are committed to ensuring that equality and diversity is respected and supported. Wherever possible all reasonable adjustments and support will be put into place for staff with disabilities. It is important however, that if you require any adjustments or special support that you engage, initially with the relevant STEP lead and other relevant Trust staff.

All Trusts have policies and procedures for maternity leave, paternity, carer and adoption leave, which will be outlined in the specific Trust contract terms and conditions.

The University also has policies and procedures to support students when undertaking the JPB for both learning and assessment. There are also specific regulations and procedures for maternity leave, paternity, carer and adoption leave, as well the 'interruption of studies' process mentioned above.

## 9. Inter foundation school transfers

STEP pharmacists who join the STEP programme from another training programme, maybe eligible to map onto the UCL JPB PG Dip GPP programme via a formal accredited prior learning (APL) process.



## 10. Less than full time training

### Time out of foundation training

The UCL JPB PG Dip GPP programme is a flexible programme that can be completed over a maximum five year period. STEP pharmacists who begin the programme can 'pause' their academic learning using a formal 'interruption of studies' process.

### Leaving foundation training early

The 'foundation training' that is embedded into the STEP programme and the PGDip is designed to be 'portable' such that pharmacists who leave the STEP programme before the end of 3 years, are able to complete the PGDip in a variety of roles e.g. Band 7 posts in both secondary and primary care. It should also be possible for STEP pharmacists who leave before completion of the PGDip and move to a position in an area outside the JPB programme to transfer some of their academic credits to an equivalent postgraduate course of study.

### Part time work

Although STEP pharmacist positions are full time positions, it may be possible to accommodate part time working. Due to the link between the experiential learning in the programme and the fact that the majority of assessment is work based, it is important that any pharmacist wishing to continue part time discusses their plans not only with the relevant STEP lead but also the JPB programme lead. As outlined above the PGDip is designed such that STEP pharmacists are able to complete the PGDip over a 5 year period and in a variety of roles.

### Revalidation

All STEP pharmacists are expected to engage and complete the GPhC's annual revalidation requirements, as well as maintain their registration with the regulator. However, the nature of the STEP programme, the JPB Diploma and work based assessments means that STEP pharmacists should have sufficient material to meet the GPhC requirements.

## 11. Frequently asked questions (FAQs)

### Applying for a STEP pharmacist position

#### 1. Where are the posts advertised?

STEP pharmacist posts are advertised in NHS jobs, usually through a lead Trust which coordinates the recruitment process.

#### 2. When are the posts advertised?

The main and the largest group of posts are advertised usually in January/February for an August/September start. However, due to staff turnover, typically as a number of STEP pharmacists move to Band 7 posts before they complete 3 years then individual Trusts may advertise for STEP pharmacist positions between April and November.

#### 3. How many posts are there?

The number of posts varies year on year dependent on a number of factors. However, in most years around 30 STEP pharmacists are recruited.

#### 4. If I gained a position when would I start?

Usually in the main recruitment round those appointed will commence in August/September. Each Trust has a specific uniform start date, i.e. all STEP pharmacists in that Trust will start on the same day and undertake the same induction. If a Trust has current vacancies it may offer registered pharmacists an earlier start date. For individual Trust recruitment, the start date may be in August/September or it may be at an earlier date.

#### 5. How can I get more information on the posts and Trusts?

In addition to the information in this Handbook, all three Trusts have websites where you can get further information on the hospitals, pharmacy departments and services as well as information on the JPB course on the UCL website. Each year usually in January/February an open day is held where you can come and talk to the STEP leads, the programme director and STEP pharmacists. This may be a virtual event rather than a face-to-face event.

## **6. I'm a preregistration pharmacist, can I apply?**

Yes, the majority of our August/September starting STEPs are newly registered pharmacists. Sometimes positions advertised outside of the main recruitment process may specify that applicants have to be registered.

## **7. I've been registered for a couple of years, can I still apply?**

Yes, applications from registered pharmacists with some experience are welcome.

## **8. I did my prereg in community, can I apply?**

Yes.

## **9. Are there interviews for the posts and when will they be?**

Yes, there are interviews and they are on fixed dates that are outlined in the job advert. The interviews are typically about 3-4 weeks after the closing date.

## **10. What can I expect at an interview?**

The interviews are designed to identify your professional competences and abilities rather than knowledge or experience. Therefore, they include scenario/OSCE style assessment along with some form of situational judgement assessment. All interviewees are assessed using the same scenarios.

## **11. How are the decisions to offer determined?**

A scoring system is used to determine a ranking score for each candidate and this ranking score along with the candidates' preferences is used to determine the order in which offers are made.

## **12. Can I choose where I want to work?**

During the interview process, you will be asked to preference the Trusts/Hospitals where you would accept an offer, in a ranked manner. However, as outlined above you will be made a single offer based on your interview score and your preference ranking.

### 13. If I accept at one Trust can I transfer to another one subsequently?

Once you have accepted apposition at one Trust then this will be a firm offer and the expectation is that, you will start your STEP training in that Trust. Apart from the fact that the training provided in all three Trusts is equivalent one of the major characteristics of the STEP programme is the opportunity experience not only multiple specialties but also experience working in different organisations and environments.

### 14. I'm currently a preregistration pharmacist. What would happen if I accepted an offer for an August/September start and I failed my registration assessment or missed it for some reason?

Each situation would be considered on the individual circumstances. If this occurs it is vital to engage with the relevant STEP lead and Programme Director at the earliest opportunity. A delayed start or starting as a preregistration pharmacist may be an option. However, it is likely that failure in the September assessment would result in an offer being withdrawn.

## King's College Hospital NHS Foundation Trust

### 1. What is the local station?

**King's College Hospital, Denmark Hill:** Denmark Hill station is the closest train station, only about 2 minute walk from the hospital. Loughborough junction railway station is about 10 minute walk away. The hospital is on a main bus route.

**Princess Royal University Hospital:** Regular bus services run to the hospital from the nearest mainline stations, Bromley South and Orpington.

### 2. How big are the hospitals?

Combined, the Trust has over 1,600 beds. The Trust receives over 250,000 emergency attendances, 115,000 inpatient spells and 960,000 outpatient attendances.

### 3. What rotations will I undertake in the first 12 months and how long is each rotation?

**King's College Hospital, Denmark Hill:** All core elements e.g. patient services, clinical and technical services are covered during the first year. The exact details e.g. length of each rotation may vary depending on operational needs at the time. Our current rota is:

- Patient services: 4 rotations of approximately 7 weeks
- Medicines information: 2 full weeks at Guy's MI Centre (usually taken from the technical rotation)
- Technical services: 3 rotations of approximately 7 weeks
- Clinical: all rotations have ward cover commitments.

**Princess Royal University Hospital:** The current rotations include: acute medicine, post-acute medicine, surgery, surgery & dispensary, paediatrics & aseptics, post-acute medicine & dispensary, Orpington Hospital (surgery), medicines information (2 weeks). However, this can change as demand and operational needs change.

### 4. What wards do you do in year one of STEP, and how long do you get?

Most rotations have a ward pharmacy commitment. Currently, they are women's and children's, surgery, liver, acute and post-acute medicine. You are given between 2 – 4 hours per day for ward work.

### 5. Why is the medicines information rotation so short?

King's is part of King's Health Partners (an Academic Health Science Centre partnership with Guy's and St Thomas', South London and the Maudsley and King's College London University). King's Health Partners currently only has the one main general medicines information department, which is based at Guy's Hospital (The Maudsley Hospital has a specialist mental health medicines information department). Currently, it is not possible for STEP 1 pharmacists from King's to spend more than 2 weeks at the Guy's MI Centre.

### 6. For the 6 months 'intensive clinical' in year 2, what do you do?

Currently you do about 12 weeks of general medicines (acute and post-acute), 6-7 weeks of surgery and 6-7 weeks of core clinical services.

## 7. Do your STEP pharmacists automatically get Band 7 jobs with you when they finish STEP?

There are no automatic promotions. However, our STEP pharmacists are usually very strong candidates for Band 7 vacancies that arise within the department. Sometimes, our STEP pharmacists get the opportunity to act up into Band 7 roles temporarily during their STEP experience due to maternity leave or career breaks. Being a STEP pharmacist at King's is very beneficial for your future career as it gives you lots of opportunity.

## 8. What does the on-call system involve?

**King's College Hospital, Denmark Hill:** This on-call service involves providing urgent clinical advice and supplies of medicines with a back-up on-call pharmacist to support you. We provide an on-call room for you to utilise during your overnight shift.

In the first year of STEP, the first on-call shifts are approximately 1 in 12, decreasing to around 1 in 24 thereafter.

The shift patterns are from 9.00am-5.30pm on a standard day, 9.00am-9.00pm on a long day and 5.30pm-9.30am for an overnight shift Monday – Saturday and 5.00pm-10.30am on a Sunday overnight shift.

**Princess Royal University Hospital:** The on-call service is provided from home and the shift patterns are Monday evening to Friday morning and Friday evening to Monday morning. This on-call service involves providing urgent clinical advice and supplies of medicines with a back-up on-call pharmacist to support you if required. You are expected to come on-site if you are required to supply an urgent medicine. There is a permit available that allows for parking in the main car park and there is also a taxi service available. Shifts begin at 5.15pm and finish at 8.45am.

## 9. What is the remuneration for on-call?

**King's College Hospital, Denmark Hill:** You will receive a fixed payment for the residency shift depending on the day of the week. You then receive a standard hourly rate for the hours worked. However, you receive 30% extra pay for the evening hours and any calls are paid at 150% of your hourly rate. Weekend hourly rate payment is more.

**Princess Royal University Hospital:** It's a combination of the standard Trust non-residential on-call availability payment (Currently base rate £15 per night for availability) plus payment for any work done during the on-call shift (1.5 x paid for time work non-BH, 2 x paid for time work BH). You may also claim expenses for fuel, bus fares if required to travel into work during on-call shifts.

## 10. Is the on-call system likely to change?

Both sites recently changed to 7 day working. This is regularly being reviewed and any changes are being communicated to staff. The on-call service at Denmark Hill changed to a residency rota in the last few years. This is also reviewed regularly to ensure the service is working effectively.

## 11. How frequent is Saturday/Sunday duty?

**King's College Hospital, Denmark Hill:** Currently, during the first year of STEP, you will be on-call every 1 in 12 days, whatever day this fall on. After the first year, your on-call shifts are less frequent (every 1 in 24). You should be removed from the on-call rota after year 2, but this can change. When you are not on the on-call rota, you are expected to do Saturday/Sunday working as per the 7 day working timetable.

**Princess Royal University Hospital:** Approximately every 1 in 6 weekends, however this varies depending on how many on-call pharmacists are within your team.

## 12. How busy are on-calls?

**King's College Hospital, Denmark Hill:** They can get very busy, usually around 15-70 calls/night. However, this can vary greatly depending on if it's a weekend or time of year such as the Christmas period. It is a very good learning experience, but it can also be stressful. We provide a minimum 6-week induction to ensure that you are ready and confident to start your on-call responsibilities.

**Princess Royal University Hospital:** The non-residency on-call covers the PRUH and South Sites (Orpington and Beckenham Beacon Hospitals), usually receiving an average of around 1-6 calls/night. However, this can vary greatly. It is a very good learning experience and builds your medicines information skills. We provide on-call training to ensure you are ready and confident to start your on-call responsibilities.



### 13. What type of teaching/training will I receive?

STEP pharmacists receive weekly on-call debriefing meetings to discuss different topics that came up during on-call, areas of further learning and any issues that need to be resolved. They are also weekly departmental teaching sessions where different topics are presented including case studies and audits and are often aimed at STEP pharmacists. Ward visits and supervised learning events are also undertaken with STEP pharmacists to support clinical development.

### 14. When does the STEP programme start?

The STEP Programme starts in October with the JPB diploma, but we would expect new STEPs to be in post by beginning of September to start their induction.

### 15. What will my annual leave entitlement be?

You will receive 27 days pro-rotta plus bank holidays. You will be expected to work at least one bank holiday. Compensatory pay and/or time off will be given.

## Lewisham and Greenwich NHS Trust

### 1. What is the local station?

**University Hospital Lewisham:** Ladywell is the closest train station to the hospital. Alternatives stations include Catford, Catford Bridge, Lewisham, Hither Green or the DLR but will need to walk or catch a bus to get to the Hospital. The hospital is also on a main bus route.

**Queen Elizabeth Hospital:** Woolwich Arsenal is the closest mainland station and is a 15 minute bus ride away. North Greenwich Tube station on the Jubilee line is a 25 minute bus journey.

### 2. How big are the hospitals?

University Hospital Lewisham has about 470 beds and Queen Elizabeth Hospital has about 550 beds.

### 3. What are the clinical specialities performed at the Trust?

**University Hospital Lewisham:** General medicine including haematology/oncology, dermatology, rheumatology and cystic fibrosis. Other specialities include paediatric & neonatal medicine, HIV, general surgery including ICU/HDU, ENT and orthopaedics.

**Queen Elizabeth Hospital:** General medicines including cardiology, endocrinology, respiratory, dermatology, haematology/oncology and gastroenterology. Other specialities include general surgery, obstetrics and gynaecology, paediatrics and neonatal care, HIV and GU medicine and critical care.

### 4. What rotations will I undertake in the first 18 months?

#### **University Hospital Lewisham and Queen Elizabeth Hospital**

Please note not everyone will rotate through all rotations and you will get exposure to a selection of the rotations listed below. Also note they are reviewed regularly to ensure they are clinical appropriate

General medicine (endocrinology, respiratory), elderly care, stroke, paediatrics, admissions, obstetrics and gynaecology, general surgery orthopaedics, ENT, aseptic services and medicines information. As a minimum, everyone will rotate through medical and surgical wards and undertake a medicines information rotation.

### 5. How long is each rotation?

Usually a rotation is of three months duration but some will be 6-7weeks in order to give everyone the opportunity to experience medicines information.

### 6. When does the STEP programme start?

The STEP Programme starts in October with the JPB diploma, but we would expect new STEPs to be in post by beginning of September to start their induction.

### 7. What will my annual leave entitlement be?

You will receive 27 days pro-rotata plus bank holidays. You will be expected to work at least one bank holiday. Compensatory pay and/or time off will be given.

## 8. What hours am I expected to work?

A full time week is 37.5 hours. The working hours for STEP Pharmacists is Monday-Friday 9.00am-5.30pm with an hour lunch break. Currently pharmacists work onsite until the on call pharmacist takes over. The on-call service is provided from home, and consists of a Monday evening to Friday morning shift and a Friday evening to Monday morning shift. The STEPs that are out on a placement are included in the on-call rota for the period they are working off site.

## 9. Will I have to work weekends?

Yes, on a rota 1 in 6:

- Saturday & Sunday: 9.30am-5.30pm

All STEP pharmacists are contracted to do 37.5 hours per week. If you work a weekend, designated days off are allocated the days surrounding the weekend worked.

## 10. What type of teaching/training will I receive?

Foundation training will be supported by clinical meetings held weekly where different topics are presented including case studies and audits. Ward visits and supervised learning events are also undertaken with STEP pharmacists to support clinical development.

# Guy's and St Thomas' NHS Foundation Trust

## 1. What is the local station?

**St Thomas'**: Waterloo (overground or underground) or Westminster underground are the closest train station to the hospital.

**Guy's**: London Bridge (overground or underground) is the closest train station to the hospital.

Both hospitals are on a number of bus routes making travel generally very easy.

## 2. How big are the hospitals?

**St Thomas'** has about 840 beds.

**Guy's** has about 400 beds.

**Evelina London Children's Hospital** has about 140 beds.

## 3. What are the clinical specialities performed at the Trust?

**St Thomas' Hospital** has one of the largest critical care units in the UK and one of the busiest Emergency Departments. We provide a wide range of inpatient specialities, including, women's services, acute medicine and elderly care, cardiovascular, critical care, gastro-intestinal medicine and surgery, general surgery, plastic surgery, and ophthalmology.

**Guy's** is a major elective centre for south London and provides specialities including urology, orthopaedics, ear, nose and throat and cancer services, including radiotherapy and breast and lung surgery. It has the largest dental school in Europe and a cancer centre.

**Evelina London Children's Hospital** provides comprehensive health services from pre-birth, throughout childhood and into adult life. The children's hospital (the second largest in London and one of the 10 recognised specialist children's hospitals nationally) provides an extensive range of specialist services for children and young people with rare and complex conditions from across south London, Kent, Surrey, Sussex and the rest of the UK. This includes cardiac, renal and critical care services.

The Trust provides adult community services in Lambeth and Southwark. Adults are offered a full range of services to support people in their homes and to support the early discharge for patients who are admitted. A wide range of rehabilitation and therapy services are provided including; general and specialist nursing; services for people with learning disabilities; and early intervention and prevention.

The Trust has advanced diagnostic, pathology and genetics services. These support the diverse clinical and research portfolios.

#### **4. What rotations will I undertake in the first 18 months?**

All STEP pharmacists rotate through rotations in the dispensary, medicines information, technical services, paediatrics, medicine and surgery in the first year. In the second year, all residents will spend six months in medicine working across a number of specialities.

#### **5. How long is each rotation?**

First year residents spend on average, 17 weeks in clinical, 10 weeks in the dispensary and 10 weeks in MI, 6 weeks in paediatrics and 6 weeks in technical services.

#### **6. When does the STEP programme start?**

The STEP Programme starts in October with the JPB diploma, but we would expect new STEPs to be in post by mid-August to start their induction.

#### **7. What will my annual leave entitlement be?**

You will receive 27 days pro-rotta plus bank holidays.

#### **8. What hours am I expected to work?**

**STEP 1.** As a resident pharmacist, you are the first point of call for all our patients pharmaceutical care needs after hours. You will therefore spend part of your time in the operational area and part of your time as a resident pharmacist. The shift pattern is constructed to ensure the resident does not work more than 37.5 hours a week as averaged over a 15-week cycle. These shift patterns do require the resident to work late shifts and overnight both during weekdays, weekends and public holidays. The resident is financially compensated with additional unsocial hours payments and overtime. Time off is structured to meet working time regulations and provide appropriate rest and recuperation.

**STEP 2/3.** The shift pattern includes late duty cover only during the week and at weekends and public holidays. In exceptional circumstances, the STEP 2s and 3s may be needed to cover night shifts. STEPs on external placements participate in the clinical weekend rotas at GSTT and the late duty cover.

## **9. Will I have to work weekends?**

Yes, see above.

## **10. What type of teaching/training will I receive?**

In order to prepare you to take on resident pharmacist duties, there is an extensive induction program. STEP pharmacists have weekly on-call debriefing meetings to discuss different topics that came up during on-call, areas of further learning and any issues that need to be resolved. There are a variety of department or team teaching opportunities available. FJPB training is facilitated by participation in UCL learning sets and clinical supervision is provided by each operational supervisor (including the assessments required by JPB). Each junior pharmacist is allocated a professional tutor.

## **Royal Brompton and Harefield Clinical Group**

### **1. What site would I be based at?**

You would be based at the Royal Brompton Hospital site, which is located on the Fulham Road in South Kensington.

There will be a requirement to undertake first on-call for both sites. Orientation for Harefield Hospital on-call will be covered as part of your induction. While on-call, you will be expected to answer enquiries for both sites but you will not be expected to go into the Harefield site to supply medicines, that is the responsibility of the second on-call.

### **2. Where is the local station?**

The closest underground station to the RBH site is South Kensington tube station, which is served by the Piccadilly and District Lines.

There are a number of buses that also stop either outside the hospital or on the King's Road, which is a short walk away. The bus routes travel to a wide range of destinations including central London, Clapham Junction, Putney, Fulham and Hammersmith.

Numbers 14, 211, 345 and 414 stop outside the Fulham wing on Fulham Road. Numbers 49 and 211 stop on Sydney Street for our main reception. Numbers 11, 19, 22, 211, 49 and 319 serve the King's Road.

The nearest railway station is Victoria, which can be accessed via bus, tube or a brisk walk.

### **3. How big are the hospitals?**

The Royal Brompton Hospital has 222 beds and Harefield Hospital has 193 beds. Royal Brompton and Harefield Clinical Group employs over 3,400 members of staff with over 100 in the Pharmacy Department.

### **4. What are the clinical specialities are at the Trust?**

**Royal Brompton Hospital:** cardiology, cardiothoracic surgery, paediatrics, respiratory medicine, adult critical care including ECMO, paediatric critical care, adult and paediatric cystic fibrosis.

### **5. What rotations will I undertake in the first 18 months?**

Rotations will cover the following:

- Ambulatory Care (Respiratory & Cardiology) & Patient Services
- Cardiothoracics – Surgery & Cardiology

### **6. How long is each rotation?**

Usually a rotation is six months.

### **7. When does the STEP programme start?**

The STEP Programme starts in October with the JPB diploma, but we would expect new STEPs to be in post by beginning of September to start their induction.

### **8. What will my annual leave entitlement be?**

You will receive 27 days pro-rota plus Bank Holidays. You will be expected to work at least one Bank Holiday per year. Compensatory pay and time off will be given.

### **9. What hours am I expected to work?**

A full time week is 37.5 hours. The working hours for STEP Pharmacists is Monday-Friday 9.00am-5.30pm with an hour lunch break. There is a staff canteen located at Sydney Street and the Pharmacy Department



has a staff tearoom. The King's Road and South Kensington are also a short walk away with a variety of restaurants and takeaways. Currently pharmacists work onsite until the on call pharmacist takes over. The on-call service is provided from home, and consists of a Monday evening to Friday morning shift and a Friday evening to Monday morning shift. The on-call working pattern is one week every 9 to 12 weeks. The STEPs that are out on a placement are included in the on-call rota for the period they are working off site.

## **10. Will I have to work weekends?**

Yes, on a rota 1 in 5:

- Saturday: 9.00am-3.00pm
- Sunday: 10.00am-1.40pm

All STEP pharmacists are contracted to do 37.5 hours per week. If you work a Saturday and or a Sunday time off is allocated the following week on a rostered, designated day. If you are on-call over the weekend you are expected to work the Sunday on the RBH site.

## **11. What type of teaching/training will I receive?**

Foundation training will be supported by regular Trust, departmental or team teaching sessions, which cover a range of clinical topics. There is also the opportunity to attend regular monthly training sessions as part of a collaboration with other local Trusts. Ward visits and supervised learning events or workplace based assessments are also undertaken with STEP pharmacists to support clinical development and complete portfolio requirements for the PG Dip GPP.